

## Sandfoss, Kristina

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**From:** Ashley, Cheryl  
**Sent:** Thursday, September 21, 2017 4:04 PM  
**To:** Martinson, Alice  
**Subject:** FW: Report request for Arron/Rick from HQ  
**Attachments:** Copy of OMB Report - RTP External Hires 9-21.xlsx

**Importance:** High

I added the info for our section. Please confirm the reasons, I think we're good but Ryan just wanted you to double check since you would have the official email with approval. Thanks!

### Cheryl Ashley, PHR

Lead Human Resources Specialist  
U.S. Environmental Protection Agency  
OARM/HRMD-RTP (MD-C639-02)  
Research Triangle Park, North Carolina 27711  
919-541-0347  
919-541-2186 (FAX)  
[ashley.cheryl@epa.gov](mailto:ashley.cheryl@epa.gov)



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**From:** Taylor, Jeremy  
**Sent:** Thursday, September 21, 2017 9:06 AM  
**To:** Perry, Corey ; Sawyer, Rena ; Martinson, Alice ; Jones, Laura ; Carr, Dorothy ; Blowe, Brittany ; Holland, Jason ; Ashley, Cheryl  
**Cc:** Atkinson, Ryan ; Sinani, Carly  
**Subject:** FW: Report request for Arron/Rick from HQ  
**Importance:** High

Hello Chiefs and Leads,

See the email I sent below to the other SSC Directors. We need to account for all of the hires on this spreadsheet. Fill out in the column to the right the background/explanation of the hire. We need to do this soon so I am hoping we can get it filled out by early on Monday if at all possible to send up the chain. There are a total of 30 for our SSC.

Jeremy A. Taylor  
OARM-RTP-HRMD  
Director

OARM-RTP

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**From:** Taylor, Jeremy

**Sent:** Wednesday, September 20, 2017 2:25 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>

**Cc:** Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Ryan Atkinson <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Sinani, Carly <[Sinani.Carly@epa.gov](mailto:Sinani.Carly@epa.gov)>

**Subject:** Report request for Arron/Rick from HQ

**Importance:** High

Hello SSC Directors,

Arron called me a little bit ago outlining an assignment that he and Rick received after agency meetings at OMB. We need to report on every external hire since February 1<sup>st</sup> and explain why each one was hired. I have Carly running the report of external hires for all SSCs figuring it was just easier and faster for one person to get that part of the data together.

I told her to add a column to the end of the report titled "explanation" where we will have to add information about the hiring. There are two main categories most will fall into. The first is the ones where we had official offer letters issued when the freeze hit that went through. On those we should state there was an official offer issued on "X" date with the start date of "X". The others would be Mike Flynn approvals. These we should track down the emails showing the approvals and give what we can. The ones I have seen vary so some have an email that is actually from Mike and dated where others were from Donna to Arron saying that she discussed and Mike approved. We should note something like Mike Flynn approved by email on "X" date or Emails from Donna Vizian documents Mike Flynn approval on "X" date. Give the best information we can with what we have. If there are other scenarios we should explain accordingly.

Please have your staff fill out the report and return to RTP. I will have Carly consolidate the report into one for Arron and Rick if everyone is ok with that? Let me know if you have any questions or concerns. Arron called me after the meeting so I just tried to get what we could going to speed things up.

Thank you,

Jeremy A. Taylor  
OARM-RTP-HRMD  
Director  
919-541-0537

OARM-RTP

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